



Family and Visitor Information Guide

Virginia Department of Corrections

P. O. Box 26963
Richmond, Virginia
23261-6963

www.vadoc.virginia.gov



COMMONWEALTH of VIRGINIA

Department of Corrections

Gene Johnson
Director

P.O. Box 26963
Richmond, Virginia 23261
(804) 674-3000

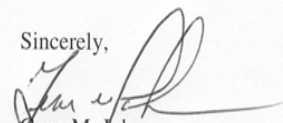
Dear Family Members and Visitors,

This *Family and Visitor Information Guide* is designed to help answer questions you may have about offenders sentenced to Virginia's prison system. Incarceration is not only a difficult time for an offender, but also for the offender's family and friends. By maintaining relationships with community support networks, offenders often have a better adjustment inside the institution and a smoother transition back into the community upon release.

While this booklet is intended to provide some general information, it may not answer all of your questions, and it is not meant to replace any Department procedure or directive. If you, as a family member, require any specific information, you should contact appropriate staff at the facility where the offender is incarcerated.

The Virginia Department of Corrections wants to work with you to help you stay connected with individuals in our facilities. We hope that this guide assists you in maintaining that contact.

Sincerely,



Gene M. Johnson
Director

The Virginia Department of Corrections is a model correctional agency and a proven innovative leader in the profession. Virginia is a safer place to live and work because the Department provides exemplary services and programs that provide appropriate custody and supervision of offenders.

Mission

The Department of Corrections enhances public safety by controlling and supervising sentenced offenders in a humane, cost-efficient manner, consistent with sound correctional principles and constitutional standards.

Goals

- 1.** Provide national leadership in public safety and be a model agency in the control, supervision and management of offenders.
- 2.** Ensure a safe and healthy environment at all Department facilities and worksites.
- 3.** Be a leader in Human Resources with a highly effective workforce, which has the highest professional standards.
- 4.** Develop and implement quality programs and services that provide offenders the opportunity for positive change.
- 5.** Recognize the interests of victims, volunteers and criminal justice providers and acknowledge their input in the Department's management of offenders.

OVERVIEW OF THE CRIMINAL JUSTICE PROCESS

Arrest & Court Process

An offender's first exposure to the criminal justice process is usually with the police, through an investigation and arrest. Unless released on bond, the offender is housed in a local jail throughout the court process.

Intake into the Corrections System

Once the court process is complete, the offender is brought into the Department of Corrections normally within sixty days from the date of receipt of the *final* sentencing court order. Intake into the system is through one of the Department's Reception and Classification Centers. While there, the offender is evaluated, tested, interviewed, and classified to one of six security levels. The offender's institutional assignment is to a prison that corresponds with the security level assigned. The offender's security level, good conduct earning level, program assignment and institutional assignment will be re-evaluated once each year at an annual review.

Assignment & Programs

Once assigned to a permanent institution, the offender has access to a wide range of program opportunities. A treatment plan is developed by the offender's case management counselor or treatment team, which outlines programs that are appropriate to meet the

offender's needs. Program offerings range from full-time therapeutic communities for substance abusers to work programs, education/vocational programs, medical and mental health services. An offender who refuses to participate in assigned programming becomes ineligible to earn good conduct credit.

Offenders also have access to religious services, recreational programs, and individual counseling services. All offenders are provided with nutritionally adequate diets (*recommended by the USDA Good Guide Pyramid and the National Research Council's Recommended Dietary Allowances*), clothing, and supervision. Offenders who work in institutional jobs are paid a small wage to provide spending money.

Assignment Changes

During incarceration, an offender's assignment should progress from higher security level facility to a lower security level facility. Many offenders participate in jail based work release programs, jail work force programs, or even pre-release transition services.

Release & Community Supervision

In spite of changes in state law, most offenders will eventually be released from incarceration under some form of community supervision. Offenders may be assigned to post release programs such as community residential programs, or to transitional therapeutic community programs that address substance abuse issues. Once in the community, the offender may be assigned to parole, probation, or post-release supervision under the auspices of the Department's local probation and parole staff.

The Department strives to provide a seamless transition for offenders from incarceration to community supervision. This includes continuation of treatment program involvement where possible. Information flow between institution and community corrections staff is a priority.

Throughout the incarceration process, the goal of the Department of Corrections is to prepare each offender for a successful release and return to a productive life in his or her community.

INTAKE AND CLASSIFICATION

Inmates are received and assigned to appropriate facilities based on security needs. This is accomplished by determining release dates through time computation, proper record's retention and maintenance, ongoing assessment of behavioral and therapeutic programs, and through population management.

Inmate Intake

The reception of inmates from jails into a DOC Reception and Classification Center is the first point of contact with the state prison system for most state responsible inmates.

Inmates are normally brought into the state system within sixty (60) days after receipt of their *final* sentencing order from the sentencing court. Once an inmate is determined to be state responsible, a six-digit state identification number (*inmate number*) is issued and the inmate's sentencing information is forwarded to

the Department's Court and Legal Services for calculation of anticipated release dates.

This table outlines criteria for determining whether an offender's time and eligibility for entry into the DOC is tracked by a local jail facility or the State System (DOC).

Sentence	Virginia DOC Computes Time	Local Jails Compute Time	Eligible for Intake into the DOC
12 months or less (GCA)	No	Yes	No
12 month or less (ESC)	No	Yes	No
More than 12 months (GCA - includes misdemeanors)	Yes	No	Yes, if more than 2 yrs GCA <i>(except for sentences comprised of all misdemeanor convictions)</i>
1 year or more (ESC)	Yes	No	Yes
1 year or more (GCA)	Yes	No	Yes, if more than 2 yrs. GCA

GCA (Good Conduct Allowance)

All misdemeanor sentences and felonies committed **prior to January 1, 1995** are GCA sentences. If an inmate's total GCA term is greater than 12 months, the inmate will have a parole date. Inmates can earn up to 30 days of good time for 30 days served on GCA sentences.

ESC (Earned Sentence Credit)

ESC sentences are felony convictions committed **on or after January 1, 1995**. Inmates serving solely ESC sentences or a combination of ESC and 12 months or less of GCA time will be discharged on their Good Time Release Date. These inmates will not have parole supervision but may have court ordered probation. Inmates can earn a maximum of 4.5 days of good time per 30 days served on ESC sentences.

CLASSIFICATION

Classification consists of assessment of inmate security levels, therapeutic needs, and placement in various program assignments. The most important components of all classification decisions are offense, length of sentence and behavior. (**Note:** see "Institutions" section for facility security levels)

TIME COMPUTATION

Time computation determines an offender's eligibility dates for parole and release. A court order must be received from the sentencing court in order to begin calculating an inmate's time. **Inmate sentences are determined by the courts and not by the Department of Corrections.** The Department of Corrections can, however, adjust the parole eligibility or release date; if the offender is eligible to earn or lose "good conduct time". Considering all determining factors, time is calculated based on the amount of time an inmate must serve on a sentence and projects all applicable release dates.

**... to locate an inmate
who is currently incarcerated...**

Inmate Status Information System

<http://www.vipnet.org/cgi-bin/vadoc/doc.cgi>

Records are updated once a day. You will need to have either the inmate's DOC six-digit inmate identification number or the exact last name, first name and middle name or initial.

INMATE INFORMATION & RECORDS

CRIMINAL RECORDS

Records are maintained for all inmates under the active supervision of the Department of Corrections. In accordance with the **Virginia Freedom of Information Act**, inmate records are generally excluded from disclosure, except in limited cases in which an inmate's written permission has been obtained. *Requests for information must be made in writing* to the attention of the Central Criminal Records Manager, P. O. Box 26923, Richmond, Virginia 23261-6963.

Please note that staff cannot release information about an inmate's involvement in a specific incident. Information may only be released about the content of a non-security operating procedure, but not about the application of the procedure to a specific inmate or incident. If information is needed about such procedures, you may contact the inmate's assigned facility.

Limited inmate information is available to the public such as inmate location/address and anticipated release dates. This information can be obtained by calling the **Inmate Locator Desk** during business hours at (804) 674-3131, press 0 for the operator. The inmate's identification number is needed in order to obtain this information; however, an inquiry can be made if the inmate's full name, date of birth, and race are provided.

Information is also available through **VINE** (*Victim Information and Notification Everyday*) toll-free at **1-800-467-4943**. **VINE** is a toll-free, 24-hour, anonymous, computer-based telephone service that provides inmate information. By following the recorded prompts, callers may use basic information to search for an inmate's status.



INSTITUTIONS

General Description

Major Institutions are...

larger facilities that generally house inmates who are Security Level 2 or higher (there are 6 security levels). Some major institutions have medium security dormitory style housing for non-disruptive inmates, while others have cells. Many major institutions may have a combination of both.

Correctional Units are...

small facilities that house Security Level 1 inmates in dormitory style living areas. Inmates must meet certain criteria in order to be housed in such a facility.

Institutional Assignment Criteria...

have been established as a general guideline for use by both institutional and central classification staff to help in making recommendations and final decisions to determine the most appropriate institutional assignment for an inmate. Other issues such as treatment needs are also considered.

Institutional Security Levels...

NOTE:

To qualify for re-classification to a lower security level, inmates should be charge-free for 24 months.

Level 1 Low

Assignment Criteria: NO OFFENSES FOR murder I or II, robbery, sex-related crime, kidnap/abduction, felonious assault (*current or prior*), flight/escape, carjacking, malicious wounding; assault. No escape risks; no felony detainers; no disruptive behavior.

Level 1 Low Institutions: Brunswick Work Center for Women; Cold Springs Work Center; Greenville Work Center; James River Work Center; Southampton Work Center

Level 1 High

Assignment Criteria: NO OFFENSES FOR murder I or II, sex offense, kidnap/abduction. No escape history.

Level 1 High Institutions: Baskerville #4; Botetourt #25; Caroline #2; Cold Springs #10; Dinwiddie #27; Halifax #23; Haynesville #17; Patrick Henry #28; Pocahontas #13 (*women only*); Pulaski #1; Rustburg #9; Tazewell #31; Wise #18

Level 2

Assignment Criteria: FOR INITIAL ASSIGNMENT ONLY: No escape history within past 5 years. Single Life sentences must have reached their Parole Eligibility Date (PED).

Level 2 Institutions: Bland; Coffeewood; Deep Meadow; Deerfield; Dillwyn; Haynesville; Indian Creek; James River; Lunenburg; Marion (*Mental Health*); St. Brides; Va. Corr. Center for Women

Level 3

Assignment Criteria: Single, multiple & “life +” sentences must have served 20 consecutive years on the sentence.

Level 3 Institutions: Augusta; Brunswick; Buckingham; Fluvanna; Greenville; Lawrenceville (*private*); Mecklenburg; Powhatan; Southampton

Level 4

Assignment Criteria: Long term; single, multiple, & “life +” sentences.

Level 4 Institutions: Keen Mountain; Nottoway; Sussex II

Level 5

Assignment Criteria: Long term; single, multiple, & “life +” sentences.

Level 5 Institutions: Sussex I; Wallens Ridge

Level 6

Assignment Criteria: Long term; sentenced escape risk or disruptive behavior. *PROFILE OF A LEVEL 6 INMATE:* disruptive; assaultive; severe behavior problems; predatory-type behavior; escape risk.

Level 6 Institution: Red Onion

Out-of-State Inmates

The Department of Corrections has an **Interstate Compact Agreement** with other states for incarcerated inmates. An inmate may request to serve his/her sentence in another state's correctional system, *provided that state has an interstate compact agreement with Virginia*. When the request is approved and if the other state has space and an inmate to exchange, the transfer can be made. All applicable fees for transportation to another state are the responsibility of the inmate.

Questions concerning out-of-state inmates who are housed under contract in Virginia should be directed to the Corrections agency of the contracting state. Virginia does not compute time or perform any other administrative functions for contract inmates. These inmates are provided housing, programs, education and medical care according to the terms and conditions of the contracts.

Institutions Regional Offices

The Division of Operations is divided into three regions. Regional Offices provide supervision for the following major institutions and correctional units under their jurisdiction.

➔ *ADDRESSES OF SPECIFIC INSTITUTIONS AND UNITS ARE AVAILABLE AT:*

www.vadoc.virginia.gov

Institutional Region	Major Institutions	Correctional Units
Western Region 15427 Peters Creek Rd. Suite 350 Roanoke, VA 24019 (540) 561-7050	Augusta Bland Keen Mountain Marion (<i>mental health</i>) Red Onion Wallens Ridge	Botetourt (#25) Cold Springs (#10) Patrick Henry (#28) Pulaski (#1) Rustburg (#9) Tazewell (#31) Wise (#18)
Central Region 10501 Trade Court Richmond, VA 23225 (804) 897-6650	Buckingham Coffeewood Deep Meadow Dillwyn Fluvanna Corr. Center for Women Haynesville James River Lunenburg Nottoway Powhatan Va. Corr. Center for Women	Caroline (#2) Dinwiddie (#27) Haynesville (#17) Pocahontas (#13) MCV (hospital)
Eastern Region 157 North Main Street Suite C Suffolk, VA 23434 (757) 925-2212	Brunswick Deerfield Greensville Indian Creek Mecklenburg St. Brides Southampton Sussex I SussexII	Baskerville (#4) Halifax (#23) Southampton Memorial Hospital
Private Prison	Lawrenceville (<i>Level 3</i>)	

INMATE PROGRAMS & SERVICES

The prison system offers a range of programs and services to more than 30,000 state prisoners. These programs and activities support the effective operation of facilities by constructively occupying otherwise idle inmate time. Programs also provide a venue for inmates to replace criminal behaviors with meaningful opportunities for positive growth.

Prison programs are aligned within the Department to address the needs of different types of inmates. For example, inmates with long sentences or behavior problems are usually housed in higher security level prisons and are offered programs that promote positive prison adjustment; and inmates nearing release are usually housed in lower security level facilities and are offered programs that are aimed at reducing recidivism and encourage successful release.

TREATMENT PLANNING

Upon reception into the prison system, inmates are tested and interviewed to identify their security and treatment program needs. Based on those needs, the inmates' counselor develops a written **Treatment Plan** outlining programs that the inmate should participate in and could benefit from. An inmate's progress towards meeting his/her *Treatment Plan* goals is monitored, evaluated and documented once per year and the plan is updated as needed.

PROGRAMS

Each facility offers several core programs. Core programs are those that are needed by the majority of inmates. Other programs are made available to meet the specialized needs of inmates



During the year prior to an inmate's release from prison, **Productive Citizenship: A Vision Beyond Survival** is made available.

Productive Citizenship is a multi-session life skills class that provides inmates with the basic information they need to successfully adjust to the community after release. Sessions include topics such as obtaining and maintaining employment, budgeting money, obtaining housing and transportation, accessing community assistance services, parenting and legal obligations.

A Framework for Breaking Barriers: A Cognitive Reality Model is a program offered at many prisons that helps inmates recognize unproductive habits in their life and set personal plans for positive change. A former inmate developed the program.

Work is a core activity in prison that helps to constructively occupy offender time, allows them to earn a small income to purchase hygiene and other commissary items, and helps reduce taxpayer costs of operating essential prison operations such as food service and grounds maintenance. Work opportunities are based on the security level of the prison. All work opportunities teach inmates employability skills and help them become accustomed to a work ethic. Some jobs provide on-the-job training in skilled work areas,

such as in the printing or furniture shops operated by Virginia Correctional Enterprises.

Substance Abuse Treatment is provided in a number of formats in Virginia prisons. Most facilities offer a substance abuse psycho-educational program that helps offenders learn about the consequences of drug abuse and alternatives to abuse. Alcoholics Anonymous or Narcotics Anonymous programs also are available at most facilities. Substance abuse counseling groups are offered at many of the larger correctional centers. Conducted 1 or 2 years before an inmate's release from prison, the most intensive type of substance abuse treatment is a Therapeutic Community program, where inmates in treatment live together to form a 24-hour supportive and confrontive recovery environment. The final phase of a Therapeutic Community program is conducted in the community after the inmate's release from incarceration.

Anger Management is a standard curriculum offered at many prisons. This program helps inmates to identify triggers to their anger and learn alternative ways to meet their needs without resorting to violence.

Sex Offender Psycho-Education programming is offered at many major institutions. This program is an introductory course in helping sex offenders understand the motivations and factors underlying their crimes, and introduces them to future treatment alternatives. Generally, most sex offenders will need to participate in an intensive long-term treatment program such as ***SORT*** (described on page 10) before release.



Female Offender Programming is available at the Department's women's facilities. Female offenders often have special needs including high levels of substance abuse, domestic and sexual victimization, and parenting issues. Special groups at women's prisons are designed to meet the needs of women.

EDUCATION

Academic and vocational education services, as well as institutional libraries, are provided and administered by a separate state agency, the **Virginia Department of Correctional Education** [<http://www.dce.state.va.us>].

Department of Correctional Education (DCE) programs are geared toward helping offenders realize their potential and become productive members of society. The public benefits from the educational programs provided to offenders because productive and taxpaying citizens make positive contributions to society and, most importantly, do not create more victims through criminal acts.

DCE Educational Programs Include:

<u>Literacy Incentive Program (LIP)</u>	<u>Adult Basic Education (GED)</u>
<u>Special Education</u>	<u>Vocational/Technical Education</u>
<u>Apprenticeship Programs</u>	<u>Transitional Services/Life Skills Education</u>
<u>Cognitive Skills Training</u>	<u>Job/Employability Skills Training</u>
<u>Library Services</u>	

MENTAL HEALTH

Approximately 15 percent of the inmate population requires some level of mental health service. A continuum of services has been developed within the Department, to meet the needs of incarcerated inmates and assist in planning for an inmate's release from the Department.

Mental health services within the Department of Corrections include assessment and treatment of inmates, as well as consultation, training and educational services related to mental health issues to correctional staff. Qualified Mental Health Professionals follow professional and ethical standards of practice, and sound correctional principles.

Marion Correctional Treatment Center is the DOC's facility for acutely mentally ill male inmates. It is licensed by the state **Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS)** - as are all DOC mental health units - and accredited by the **Joint Commission on Accreditation of Health Organizations**.

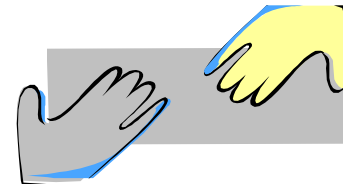
Fluvanna Correctional Center for Women opened in 1998 and provides acute care services for mentally disordered female offenders.

Less intensive **Residential Treatment Mental Health Units** are located at several facilities (Marion Correctional Treatment Center, Brunswick Correctional Center, Fluvanna Correctional Center for Women, Greenville Correctional Center, and Powhatan Correctional Center). These units offer services in a structured treatment setting to inmates who have mental disorders, but who are not acutely

mentally ill. The units offer a sheltered environment, apart from the general population.

Services for dually diagnosed inmates (i.e. inmates with a mental disorder and a history of substance abuse) are also offered at the Residential Treatment Unit located at **Brunswick Correctional Center**.

Outpatient mental health services are available to inmates in all major institutions, and crisis intervention and assessment services are provided as needed to inmates assigned to field units.



SORT - SEX OFFENDER RESIDENTIAL TREATMENT

The Sex Offender Residential Treatment (SORT) Program is located at **Brunswick Correctional Center** in Lawrenceville, Virginia, and is dedicated to providing comprehensive assessment and treatment services to inmates who have been identified as being a moderate to high risk for sexual re-offending. The SORT Program utilizes techniques that have been shown to have the greatest likelihood of reducing re-offending behavior (relapse prevention, modification of deviant sexual interest, assessing criminogenic needs, etc.) Although the program recognizes that there is no "cure" for sex offending behavior, the goal of the program is to enhance the safety of the citizens of the Commonwealth by teaching skills to identified sex offenders in an effort to prevent relapse.

The Department of Corrections is dedicated to providing services of the highest quality, therefore evaluation and monitoring of the program is ongoing with changes made as necessary to ensure state-of-the-art programming.

Dental Services

The Department of Corrections provides emergency and routine dental care on-site in most major institutions. Offenders housed in institutions without dental services receive dental treatment at the nearest major institution. Other than a mandatory dental classification examination at a Reception and Classification Center, dental treatment is provided on a request basis by the inmate.

Dental services provided by the Department consist of restorative dentistry (fillings), oral surgery not limited to extractions, prosthetic dentistry (dentures), endodontics (root canals) and preventive and oral hygiene services. All dental services are subject to co-pay, however no necessary or emergency treatment will be denied because of an inmate's inability to pay.

MEDICAL SERVICES

Medical services (physician and nursing) are provided at all institutions throughout the Department of Corrections. A \$5.00 co-payment is charged to the inmate to cover a portion of their health care costs; however, inmates will not be denied access to care for an inability to pay the co-payment. Offenders may be assigned to one of six different medical classification levels, which correspond with institutional resources,

to receive medical care required for their specific condition or disability.

Through the linkages with **Virginia Commonwealth University Health Systems** and the **University of Virginia** telemedicine network, physicians regularly provide diagnostic and treatment services. Some benefits of the telemedicine program are: enhanced access to quality health care for the prisoners, reduced cost and improved security for correctional facilities, increased efficiency through block Scheduling of clinical services, and increased effectiveness of patient record tracking.

To date, VCU Health Systems and the University of Virginia Offices of Telemedicine have provided healthcare consultative services in twenty-four clinical specialties. Services are currently provided to the following correctional facilities:

Augusta	Greensville	Powhatan
Buckingham	Red Onion	Deerfield
Coffeewood	Wallens	Fluvanna
Dillwyn	Ridge	
Albemarle/Charlottesville Regional County Jail		

RELIGIOUS PROGRAMS & ACTIVITIES

Volunteers of all denominations are at the heart of religious activities in Department of Corrections institutions. Every week hundreds of volunteers enter over 40 prisons throughout the Commonwealth to preach, teach, sing with and otherwise minister to the spiritual needs of the inmate population.

PRISON LIFE

VISITING PROCEDURES

All institutions have general population visiting hours on Saturday, Sunday and State holidays.

State Holidays...

<i>New Year's Day</i>	<i>Memorial Day</i>	<i>Veteran's Day</i>
<i>Lee-Jackson Day</i>	<i>July 4th</i>	<i>Thanksgiving</i> <i>(Thurs. & Friday)</i>
<i>Martin L. King Day</i>	<i>Labor Day</i>	<i>Christmas Day</i>
<i>President's Day</i>	<i>Columbus Day</i>	

Some Visiting Information...

- ★ Inmates are permitted a minimum of one hour per visiting day with visitors, however the visit may be longer as determined by activity in the visiting area such as the number of visitors, available space on a given day, or by institutional staff resources.
- ★ All visitors will be searched in accordance with security procedures
- ★ **To be approved to visit**, all visitors are subject to criminal background checks and must present a picture identification card.
- ★ Children under the age of 18 must be accompanied by a parent or legal guardian, who is approved to visit. Written permission of the custodial parent or legal guardian, or a valid court order may be required under certain circumstances.

- ★ Emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors. Please contact the facility directly for further information.
- ★ **Visitation procedures at individual institutions may vary and may be changed at any time without prior notice. Please contact the facility before planning a visit.**
- ★ Visitors may be removed temporarily or permanently for violation of institutional or Department rules.
- ★ Please make certain you are familiar with institution and Department visiting rules and regulations. A violation may cost you temporary or permanent visiting privileges.

Visitor Dress Rules...

Visitors may wear casual dress that is appropriate. **The Department reserves the right to refuse admittance to inappropriately dressed visitors.**



The following general rules apply at all facilities:

- ★ No bare feet. **Footwear is required.**
- ★ No clothing that exposes breasts or genitalia. **The body must be covered.**

- ★ Hems, slits or splits of dresses, skirts, culottes, shorts, etc. may not exceed 4 inches above mid-knee.
- ★ **Underwear is required.** Females must wear bras and panties. Males must wear underpants or undershorts.
- ★ No halter tops, tank tops or tube tops.
- ★ No pocketbooks, handbags or wallets are allowed in the visiting room. Lock these items in a locker or car. **The Department is not liable for lost, stolen or damaged property.**
- ★ Males dressed as females will not be admitted.
- ★ Any visitor whose dress is considered inappropriate will be referred to the administrative duty officer who will make the final decision on admittance to the visiting room.

Inmate Mail Procedures



The Department of Corrections (DOC) encourages inmate correspondence that is directed to socially useful goals. Inmates shall be allowed to correspond with families, friends, attorneys, courts and other public officials and organizations as long as such correspondence is in compliance with DOC procedures and does not pose a threat to facility security, violate any state or federal law, or violate any U.S. Postal Service regulation.

- ★ In accordance with U.S. Postal Regulations, all incoming inmate **general correspondence may**

be opened, searched and may be read by authorized staff.

- ★ **Incoming general correspondence should be equivalent to or less than the contents of a one-ounce (1 oz.) domestic first class letter.** (Approx. five (5) sheets of regular 8½" x 11" paper)
- ★ **Inmates may not receive cash, personal checks, postage stamps or prepaid postage envelopes/postcards through incoming mail.** *The Department will assume no responsibility for these items mailed to inmates.* Approved checks (certified/cashier's checks; government checks; refund checks from businesses) and money orders shall be removed from incoming mail and credited to the inmate's account.
- ★ **Incoming Priority or Express general correspondence is discouraged;** however, if urgency of a circumstance requires this, the inmate must receive prior written approval from the Warden/Superintendent or designee.
- ★ Unauthorized incoming correspondence shall be returned to the post office unopened. If opened, the unauthorized correspondence will be returned directly to the sender if known, with a written explanation for disapproval.

Incoming inmate mail should be addressed as follows:

Return Address	Stamp
Inmate Full Name Inmate State ID Number (6 digits) Facility/Institution Name Address and Zip Code	

PAROLE & COMMUNITY CORRECTIONS

Virginia Parole Board

The Parole Board is composed of five citizens appointed by the Governor to serve four-year terms. The General Assembly has given the Parole Board authority to grant parole, to deny parole, to detain parole violators, and to revoke parole. As such, Board members make decisions that significantly affect those released and the public.

Following the Board's decision to grant an offender parole, the offender must agree to abide by specific conditions in return for the opportunity to serve the remainder of his or her sentence under Department of Corrections' supervision in the community. The contractual agreement between the Parole Board and an offender is called "parole".

In-State Parole Supervision

Community Corrections has regional offices providing supervision of 42 District Offices, 12 state-operated facilities, 10 Day Reporting Centers, and oversight for 10 privately-contracted adult residential centers.

➔ ADDRESSES OF SPECIFIC OFFICES AND CENTERS ARE AVAILABLE AT:

www.vadoc.virginia.gov

Community Corrections Regional Offices	Supervision of
Western Regional Office Sherman Lea, Regional Administrator 5427 Peters Creek Road Suite 100 Roanoke, Virginia 24019 CommunityCorrections_WRO@vadoc.state.va.us (540) 561-7046	14 P&P District Offices 2 P&P Sub Offices 5 Day Reporting Centers 1 Detention Center 2 Diversion Centers
Central Regional Office R. Forrest Powell, Regional Administrator 10501 Trade Court Richmond, Virginia 23236 CommunityCorrections_CRO@vadoc.state.va.us (804) 897-6666	14 P&P District Offices 3 P&P Sub Offices 1 P&P Satellite Office 3 Day Reporting Centers 2 Detention Centers 4 Diversion Centers
Eastern Regional Office Jo G. Holland, Regional Administrator 157 North Main Street Suite C Suffolk, Virginia 23434 CommunityCorrections_ERO@vadoc.state.va.us (757) 925-2231	14 P&P District Offices 3 Day Reporting Centers 1 Detention Centers

Out-of-State Parole

The Interstate Compact (ISC) for the supervision of parolees and probationers is an agreement between all fifty states, the District of Columbia, Puerto Rico and the US Virgin Islands. The Compact has the consent of Congress and provides for the sole statutory authority for regulating the transfer of adult probation and parole supervision across state lines.

To be eligible for out of state parole supervision, an offender must be a resident of, or have family residing within, the receiving state *and* have employment there. **(Note:** *the offender must have actually maintained residence in the requested state continuously for more than one year prior to sentencing on the current offense being supervised*). If the offender is not a resident of the receiving state and has no family there, the receiving state must consent to the offender being sent to their state.

Interstate Compact is a viable supervision tool that can contribute to an offender's success in the community, reducing the likelihood of future criminal activity by providing an opportunity to seek improved residential, employment and social circumstances.

FREQUENTLY ASKED QUESTIONS

Q: How long does it take to bring an inmate into the DOC after sentencing?

A: Inmates who are state responsible are normally brought into the Department of Corrections within 60 days *after the receipt of their final sentencing order* from the sentencing courts.

Q: Does the sentencing order have to come from the court?

A: Yes. The Department of Corrections must receive an *original copy of the court order directly from the sentencing court* before the time computation process can begin.

Q: Can a relative request that an inmate be transferred to the DOC institution closest to their home?

A: No. The inmate may make this request at the time of his/her initial assignment or annual review. Provided the inmate meets the specific criteria for the institution requested *and* if there is space available, the request will be taken under consideration.

Q: How does an inmate participate in the Home Electronic Monitoring Program?

A: If an inmate wishes to be considered for this program the request must come from the Sheriff or Regional Jail Administrator to have the inmate transferred back to the jail. Home Electronic Monitoring (HEM) is then administered by the jails. *(Note: Home Electronic Monitoring is not administered by DOC adult institutions.)*

Q: How can an inmate request a copy of his/her "legal" update?

A: A copy of the legal update cannot be requested. A legal update is generated *only* if a change occurs that may affect the inmate's time to serve. At this time, the inmate is sent a copy of the new legal update.

Q: Why can't an inmate transfer as soon as an institutional housing assignment is made?

A: The Transportation Section of the Classification and Records Unit schedules inmate transfers on a priority basis. Inmates with greater security needs, will be scheduled for movement first. Transportation also must take into consideration factors such as bed availability and institutional population management.

Q: What is the difference between discretionary and mandatory parole?

A: *Discretionary parole* occurs when the Parole Board grants parole before the offender completes his or her sentence. Parole Board members grant discretionary parole when, after carefully reviewing all available information, they determine that an offender is suitable to be paroled.

Mandatory parole is the automatic release of an offender six months before completion of his or her sentence. Unlike discretionary parole decisions, the Parole Board does not vote on this type of parole as it is established by law. Special conditions can be imposed upon mandatory release, if the Board deems that additional supervision is required for the release.

Q. What can I do to provide support and encouragement for an incarcerated offender?

A. You can encourage them to obey the rules set forth by DOC institutions. These rules are in place to ensure safety and security for all inmates and staff. You may also want to encourage the offender to use his or her time wisely by becoming involved in school, treatment programs and work activities. You may write and/or visit on a regular basis, or you can occasionally contact the offender's counselor to discuss a specific concern.

Please be informed that Department of Corrections employees are prohibited from releasing details about any ongoing investigation or an inmate's involvement in a specific incident. You may request information about the content of non-security operating procedures, but not about the application of these procedures to any specific inmate. If information is needed about such procedures,

contact the Warden/ Superintendent's Office at the inmate's assigned facility.

Q: Can inmates receive telephone calls?

A: No. Inmates are permitted to place only operator-assisted collect telephone calls on the Inmate Telephone System. Three-way calls, conference calls, and call forwarding are prohibited.

Q: Can I send personal property items to an inmate?

A: No. Inmates may purchase personal items in the commissary or from approved mail order sources. Credit, C.O.D., and third party payments are prohibited. Personal property may not be received by mail or delivery service from any source other than an approved mail order vendor. Property may not be received from visitors or any other source.

Q: Do offenders appear before Parole Board members?

A: No. Those offenders who are eligible are interviewed by Parole Examiners. In accordance with the Parole Board policy, normally only the Parole Examiner, the offender, and his or her institutional counselor are present. Parole Examiners conduct interviews, rather than Parole Board members, to assist in expediting the decision-making process.

Q: What is parole supervision?

A: When an offender is released on parole he or she agrees to adhere to a set of rules, which in some cases may include special conditions, such as providing urine samples for drug testing and attending substance abuse treatment. In order to maintain regular contact, the parolee is placed under supervision of a Probation and Parole Officer. The officer's job is to monitor a parolee's compliance with

all the rules in the parole release agreement, to work with the offender on identifying crucial needs, and generally to assist the parolee re-enter society.

Q: As a citizen, can I have a meeting with a representative of the Parole Board?

A: Yes. Individuals desiring an appointment with a representative of the Parole Board should contact the Parole Board's Appointment Secretary either by letter or by telephone. Appointments should be scheduled prior to the date an offender is scheduled to be interviewed. The main purpose of a Board appointment is to allow the public the opportunity to express their views and to provide input into the parole process. If you cannot personally attend a Board appointment and choose to write instead, letters must be received no later than five working days following an offender's interview in order to be considered in conjunction with the year's parole review.

How to Contact the Virginia Parole Board

To schedule a Board appointment, call **804-674-3081** and follow the instructions to contact a staff member.

Written correspondence may be submitted at any time. Please include the inmate's name and inmate number.

Mailing Address:
Virginia Parole Board
6900 Atmore Drive
Richmond, VA 23225

E-mail:
vaparolebd@vadoc.virginia.gov

Q: Can a person be returned to prison while on parole?

A: Yes. If a parolee is convicted of a new offense or violates the parole agreement, the Parole Board can have his or her parole revoked and the offender returned to prison.

Q: When and how can a parolee successfully complete his or her sentence obligation?

A: If, after a reasonable length of time, a parolee continues to show that he or she can obey all of the rules of parole, the person will be reviewed for discharge from parole supervision. At that time, he or she will receive a certificate stating that current sentence and parole obligations to the Commonwealth have been met.

Q: Can a Parole Board decision be appealed or reconsidered?

A: Yes. An offender has the option to appeal a Parole Board's decision when errors in fact, unknowingly considered during the review process, are afterwards identified. The Board reconsiders cases when significant new information is presented that was unavailable to the Parole Board when the case was originally reviewed.

Q: How do offenders apply for a pardon, clemency or the restoration of their civil rights?

A: These are handled through the Secretary of the Commonwealth who has established the processes and procedures.



How to Contact the Secretary of the Commonwealth

Written correspondence may be submitted to:

Office of the Secretary of the Commonwealth
830 East Main Street, 14th Floor
Richmond, Virginia 23219

Web site:

www.commonwealth.virginia.gov/Clemency/clemency.cfm.

Q: Are there any organizations that offer assistance to offenders and their families?

A: Yes. Some of these organizations are:

Assisting Families of Inmates, Inc.* (formerly Prison Family Support)

(804) 643-2401

1 North Fifth Street, Suite 400
Richmond, VA 23219

staff@pfss.org, www.pfss.com

Area Served: Richmond Area

**This organization provides transportation to institutions for families to visit*

Family and Corrections Network

(434) 589-3036

32 Oak Grove Road
Palmyra, VA 22963

fcnet@fcnetwork.org, www.fcnetwork.org

Area Served: USA

Provides information, technical assistance and training on families of offenders, children of prisoners, parenting programs for prisoners, prison visiting, and the impact of the justice system on families. FCN's web site has over 100 articles, an e-mail list, a directory of programs and links to offender family web site

Navigators

(757) 437-5754

297 Independence Boulevard, #129
Virginia Beach, VA 23462

dkade@city.virginia-beach.va.us

Contact: Debbie Kade, LCSW, Prevention Specialist

Area Served: Virginia Beach

Provides school-based program for children with an incarcerated family member and their families. Services include information, referrals, family reunification support, public education, and advocacy.

Directory Of Community Resources For Offenders & Service Providers

For information on services provided to offenders being released to the community. This resource is provided through the Virginia Department of Correction public website. Go to internet website www.vadoc.virginia.gov, click on "Resources" and then click on "Resource Manual".

Citizens United for Rehabilitation of Errants – Va. CURE

P.O. Box 19543

Alexandria, VA 22320-0453

Phone and fax: 703-765-6549

virginiacure@erols.com

Area Served: Statewide

Volunteers pursue effective policies and preventive programs and provide referrals and information to legislators, organizations, concerned citizens, prisoners, their families and friends. CURE members support and strengthen each other throughout the experiences of incarceration. Virginia CURE does not provide assistance in legal and individual cases.

Virginia Department of Social Services

(804) 692-1900

730 East Broad Street
Richmond, VA 23219

comm.@dss.state.va.us

Area Served: Offices Statewide

[illegible]

Virginia Department of Corrections
Family and Visitor Information Guide
1st Edition, March 1, 2004